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11 AUG 1982

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

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Director of Information Services

SUBJECT: OIS Weekly Report (4-10 August 1982) [REDACTED]

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Classification Review Division

Chief, CRD and Mr. Lawrence Pickering, Chief, Systematic Classification Review Group, Department of State, met with Mr. Alan Thompson, Chief, Declassification Division, National Archives and Records Service (NARS), to discuss the need for new CIA systematic review guidelines at NARS, the desirability of spot-checking for CIA interest State records which are now undergoing NARS review, [REDACTED]

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CRD reviewed 13,892 OSS cards and 217 documents (609 pages), 96 NARS documents (694 pages), and two Department of Defense documents (3 pages). In addition, five manuscripts (412 pages) and 24 documents (347 pages) were also reviewed at the request of other CIA components. [REDACTED]

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Records Management Division

A representative of RMD attended a presentation by Carl Schwab, Information Handling Systems Architect Staff, concerning the findings of a recent survey conducted by his office to identify Agency data bases and their uses in support of future planning. A total of 45 data bases have been cataloged in a computer file and more will be added. The Records Systems Branch, RMD, has made arrangements to access this file and will use the information in its ADP records management program. [REDACTED]

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RMD representatives attended another meeting at the Foreign Broadcast Information Service on the status of the Joint Publication Research Service disposition instructions that will be included in the new DDS&T Records Control Schedule. [REDACTED]

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An officer of RMD presented briefings on the implementation of Executive Order 12356 to employee groups in the Offices of Communications and Training and Education. [REDACTED]

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Regulations Control Division

During this reporting period, RCD carried out 44 actions on issuances. The Division's workload was reduced from 130 to 129 active jobs reflecting the number of newly initiated jobs compared to those published or canceled.

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Issuances of general interest processed include a notice announcing the appointment of as Director of Information Services and a bulletin announcing the presentation of Intelligence Community awards by the DDCI on Friday, 13 August 1982

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Information and Privacy Division

A separate report is attached.

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Attachment:
As stated

OD/OIS: (11 Aug 1982)

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